

## **PRELIMINARY GRADING PLANS**

### **(Initial Applications and Amendments)**

**Purpose:** The purpose of preliminary grading plan review is to ensure the maximum possible preservation of the natural scenic character of the city, and to protect life, limb and property, where grading is proposed involving in excess of 1,000 cubic yards of material (total of cut and fill).

**Code Reference:** Fremont Municipal Code, Title 8, Chapter 4 (Grading, Erosion and Sediment Control), especially Sections 8-4108 and 8-4109.

#### **Submittal Requirements:**

##### **NOTE:**

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form, signed by:
  - a. The current property owner(s), authorizing the project proposal.
  - b. The person who prepared the submittal, certifying its accuracy.
  - c. The billing party, acknowledging responsibility for charges.
- 2. Plans including the following items:
  - a. Vicinity map showing a one-half mile radius of the site.
  - b. Accurately dimensioned site plans, prepared by a registered civil engineer, showing:
    - (1) Property lines.
    - (2) Location and configuration of all existing and proposed structures on or within 15 feet of the project site.

- (3) Parking, vehicle circulation areas and driveways.
- (4) Accurate contours showing the topography of the existing ground, and existing plant materials including trees and areas of shrubbery and ground cover.

Contours shall be drawn at one-foot intervals where existing ground slopes are less than five percent, and at five-foot intervals where existing slopes exceed five percent. They shall extend to the curb line of any public street improved to City standards, and to the center line of any other street.

Proposed contours or cross sections shall be provided to show how the proposed grading will interact with the existing adjacent properties not included in the development.

- (5) Development Reserve Boundary, Toe-of-the-Hill and Ridgeline, where applicable.
  - (6) Location, extent, elevations, dimensions and slopes of all proposed grading, shown by accurate contours (as above) and other means.
  - (7) Easements on the property.
  - (8) All land uses surrounding the project site (may be listed on a separate sheet).
  - (9) A detailed drainage plan showing all drop inlets and grate elevations, valley gutters, swales, and type of surface drainage proposed for each lot.
- ☐ c. Schematic landscape plan, new or modified, including specifications of erosion control areas.
  - ☐ d. Detailed plans of all walls, cribbing, dams or other drainage devices to be constructed in connection with, or as part of, the proposed grading, with a map showing the drainage areas and computed runoff from the areas.

■ 3. The number of plans to be submitted with the application are:

- a. Ten (10) sets of full-sized plans (collated and folded to a size NO LARGER THAN 8" x 13").
- b. One (1) set of the plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

After initial review of your project has been completed, your project planner will request you submit the following materials 21 days before your public hearing or action date.

- c. Three (3) sets of full size plans.
- d. Fifteen (15) sets of plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

e. One (1) set of full size reproducible vellums.

Full-size plans submitted should be no larger than 30" x 42".

- 4. Certification of the estimated quantities of excavation and fill involved, including the shrinkage factor.
- 5. Twenty-nine copies of a statement describing and supporting the changes proposed to the natural or existing grade. This statement shall be prepared in letter form.
- 6. A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
- 7. A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
- ☐ 8. Colored exhibit showing areas of cut and fill.
- 9. Environmental Impact Questionnaire.
- ☐ 10. Complete the Impervious Surface Area Calculation Sheet.
- 11. A statement of Best Management Practices (BMP's) appropriate for the proposed development to prohibit pollutants from entering into storm water runoff. The BMP statement shall include measures for construction, long term operation, and maintenance of the project.

**Hearing Notification:** The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

**Materials:** The remainder of the noticing costs are for the price of materials, including cardstock, labels and postage. We estimate materials to cost **44 cents per postcard**.

**Example:** If there were 85 notices mailed for your project (the average number of notices for planning projects), your cost will be:

1/2 hour of staff time	\$28.00
85 postcards @ 44 cents each	\$37.40
TOTAL COST	\$65.40

**Schedule Time Line:** When an application is filed, the project will be tentatively scheduled for a Planning Commission hearing date at least 45 days later (28 days if no environmental impact assessment is required). Planning Commission meetings are held on the 2nd and 4th Thursdays of each month, except in November and December. Check with the Development and Environmental Services Department for the schedule of Commission hearing dates in November and December.

An applicant meeting with the staff planner assigned to the project will be tentatively scheduled at the time an application is filed, for a date approximately three weeks later.

The dates of the Commission hearing and applicant meeting will be confirmed by letter. The applicant and other project representatives should plan on attending the Commission hearing and applicant meeting.

Before the applicant meeting, the project will be reviewed by the City Technical Coordinating Committee (CTCC) for general ordinance and policy compliance. The CTCC will also determine whether application materials are complete and whether additional environmental studies are required.

Any issues identified by the CTCC or staff planner will be discussed during the applicant meeting. If it is determined the application is incomplete, the staff planner will let the applicant know at or before the applicant meeting. If additional information or revised materials are required, the tentative Planning Commission hearing date may have to be changed. Additional information and revised materials must be submitted at least 21 days before the Planning Commission hearing date to allow for staff review.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

**Appeals of Planning Commission Action:** Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Your appeal letter must be accompanied by a \$50 appeal fee and must set forth (a) the specific action appealed from, (b) the specific grounds of the appeal and (c) the relief or action sought from the City Council. For additional details regarding appeals to the City Council, contact the City Clerk's office, 39100 Liberty Street, Fremont, CA 94538, phone: (510) 494-4620.

## **Development Impact Fees:**

### ***Commercial and Industrial Buildings***

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development

Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

***Residential Developments***

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

**Fees:** The minimum deposit is \$\_\_\_\_\_ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_

for proposal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_